

## *Minutes*

Kingston Fire District  
Board of Wardens Meeting  
16 April 2015

**Present:** Wardens Donald Cobb, Sandy Koerner, Elizabeth McNab and Ina Sciabarrasi. Also present were, Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre (arrived at 6:52), Stephen Baker - Director of Public Safety & Emergency Management URI, Deputy Chief Christopher DeGrave and District Manager Jodi Hall.

**Absent:** Chief Nathan Barrington, DC Thomas Reed and Warden Vincent Rose.

**Call to Order:** President Cobb called the Board of Wardens Meeting to order at 6:43 p.m.

**Information/Comments/Questions from the Public:** There was no one present from the public. There were no questions or comments.

### **Approval of Minutes:**

**Motion:** Koerner made and Sciabarrasi seconded a motion to accept Minutes from the Wardens Meetings on 03/26/15.

The minutes were reviewed. There were no further questions.

The motion passed unanimously.

### **Tax Collector's Report:**

**Motion:** McNab made and Koerner seconded a motion to accept the Tax Collector's Report.

Mendillo presented the Tax Collector's report to the Board. The Board reviewed the report. Cobb asked where we are currently with the properties to be up for tax sale. Mendillo advised the Board that she has spoken with Priority Title and they are in the process of doing the Title searches. The tax sale will probably be scheduled for some time in August but will need to be confirmed. Mendillo also informed the Board that she is currently working on the forms from Point & Pay to accept credit card charges. She said there will be a one-time expense to the District to purchase the credit card swiper. There was no further discussion or questions.

The motion passed unanimously.

### **URI Report:**

**Motion:** Sciabarrasi made and Koerner seconded a motion to accept the URI Report.

Baker presented the URI Report to the Board. The Board reviewed the report. Brief discussion was held. There were no further questions.

The motion passed unanimously.

## **Chiefs' Report:**

**Motion:** McNab made and Koerner seconded a motion to accept the Chiefs' Reports.

Cobb presented Barrington's and Reed's reports as they were not present at the meeting but did provide written reports. The Board reviewed the reports. There were no further questions regarding their reports. DeGrave provided a verbal report. He informed the Board that there were 45 alarms in the last month and that training continues, 157 hours of total training last month, 47 Duty Shifts which is 552 hours of Duty time. We are currently working on prepping the Bid package for the new chief vehicle to go out to bid in June with an estimated delivery date in August. There will be a Dedication of Rescue 6 by the KVFC on May 3rd. They will be dedicating it to Hank Phillips who was the first Rescue Lieutenant in the 1960's. He was killed in action during the Vietnam War. The Annual Chicken BBQ will be held on June 6th starting at 5 PM. Cobb asked how it looks for summer residents this year. DeGrave informed the Board that there will be 2 people doing the internship with URI here and that there are at least 2 people who work nights so coverage for the Station will be good this year. DeGrave also advised the Board that KFD and UFD hosted and Amtrak Emergency Responder training on April 15<sup>th</sup> with the new Emergency Manager for Amtrak. There was a very good turn out as 96 people came to this training. DeGrave is also taking a RI Emergency Management class on terrorism and violence. There were no further questions.

The motion passed unanimously.

## **Treasurer's Report:**

**Motion:** McNab made and Koerner seconded a motion to accept the Treasurer's Report.

Lefebvre presented the Treasurer's Report. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

**Finance Committee up-date/report:** There was no up-date. No motions were made.

- Next Meetings:
  - August 27, 2015 at 9:00 a.m.
  - October 22, 2015 at 9:00 a.m.

## **New Business:**

- **Policies to review for Posting:** There were no Policies to review for posting. No motions were made
- **SOGs to review:**
  - 40G-018 Equipment Inventory: The SOG was reviewed and acknowledged by the Wardens. There were no further questions. No motions were made.
- **Policies to Approve/Adopt:** There were no Policies to Approve/Adopt. No motions were made.

**Old Business:**

- **Emergency Access:** Cobb presented the letter he drafted to the Town. He asked that the rest of the Board review it and if they have any recommended changes to inform Jodi by Tuesday and she will prepare the letter for him to sign and mail. No motions were made
- **Nominations:** Rose had previously advised that everything is on track for the Annual Meeting

**Communications:** There were no communications. No motions were made.

**Information:**

- May 3, 2015 at 2:00 PM at the KFD Station – Rescue 6 Dedication to Capt. Henry Phillips
- June 6, 2015 at the KFD Station – Annual Chicken BBQ

There was no further information. There were no motions made.

**Next Meetings:**

- May 4, 2015 at 7:00 PM at the KFD Station – Annual Meeting
- May 28, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 25, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 23, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 27, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 24, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 22, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 12, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 10, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

**Adjournment:**

**Motion:** McNab made and Sciabarrasi seconded a motion to adjourn the meeting.

The meeting was adjourned at 7:35 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall  
District Manager